

# Vendor Registration

## Vendor Training Webinar

In addition to this Quick Reference Guide, a 1 hour long Vendor training webinar is available at:

[https://emaryland.buyspeed.com/videos/Vendor\\_Webinar.wmv](https://emaryland.buyspeed.com/videos/Vendor_Webinar.wmv)

- Note that if using Internet Explorer, the webinar will immediately play in Windows Media Player. If using another browser, the user will be prompted to download the files first, and then you can play them.

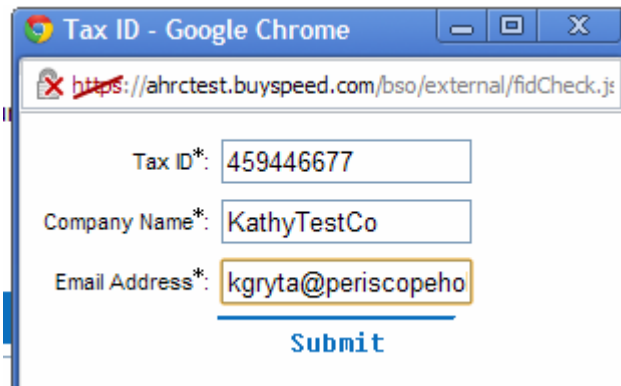
## Notification of Bid Opportunities

In order to receive notifications about Bid opportunities or to be issued Purchase Orders (POs) through EMaryland Marketplace, vendors must be registered within the system. Vendors can register themselves by accessing the EMaryland Marketplace login screen and selecting **Register**.

## Providing General Information

Upon clicking **Register**, a pop-up window will appear asking you to provide your entity's tax identification number and name. EMaryland Marketplace will first confirm the uniqueness of your tax ID in the system.

If your tax ID is already registered, you will be notified that you cannot complete registration.



If your tax ID is new to the system, a **Register** screen will appear. Within the **Company Information** section, supply your company's official address and contact information. Note that the Vendor Legal Name field must match the name registered with the Internal Revenue Service for your tax ID number.

**NOTE: YOU MUST CLICK THE  BUTTON ON EACH TAB FOR YOUR INFORMATION TO BE SAVED TO YOUR PROFILE.**

Register - Sample Vendor - sample@emaryland.com

**Company Information** | Administrator | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

Company Name\*: Sample Vendor Vendor Legal Name\*: Sample Vendor Vendor Legal Name info goes here

Business Description:

Mailing Address Line 1\*: 111 Main Street

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: US - United States of America

City\*: Baltimore

State/Province\*: MD

ZIP\*: 21201

County:

Company Phone\*: 555 555 1212

Company FAX:

Company Email\*: sample@emaryland.com

Tax ID #\*: 546662222

Is Tax ID # an Employer Identification Number (EIN) or a Social Security Number (SSN)? ☒ EIN ☐ SSN

State of Incorporation:

Year of Incorporation: 0

Preferred Delivery Method: Email

Would you like to be registered as an emergency supplier in the case of an emergency? ☐ Yes ☒ No  
Note: Emergency suppliers must be available 24 hours a day, 7 days a week.

Emergency Phone:

Ext.:

Emergency Contact:

Emergency Email:

Emergency Info Comment:

Save & Continue Registration Reset Cancel

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Within the **Administrative** section, provide the information for an administrative user from your entity. This user will be responsible for adding new users from your entity to allow them access to EMaryland Marketplace. Note that the login question and answer must be provided – this will enable your administrator to access the Forgot Password link in case of a forgotten password.

Register - Sample Vendor - sample@emaryland.com

**Company Information** | **Administrator** | Address | Terms | Categories & Certifications | Commodity/Service Codes | Summary

**Administrative User Information**

Salutation:

First Name\*: Jane

Last Name\*: Vendor

Job Title\*: President

Department:

Email\*: sample@emaryland.com

Phone\*: 555 555 1212

Login ID\*: sample@emaryland.com

New Password\*: \*\*\*\*\*

Confirm Password\*: \*\*\*\*\*

Login Question\*: What city were you born in?

Login Answer\*: Baltimore

Save & Continue Registration Reset Cancel

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Once complete, you may select to **Add Additional Addresses** (Remit-to, Bid, etc.) or to **Continue Registration**.

Register - Sample Vendor - sample@emaryland.com

**Company Information** | **Administrator** | **Address** | Terms | Categories & Certifications | Commodity/Service Codes | Summary

**Maintain Addresses for: Sample Vendor**

Name	Address Type	Address Information	Status	Default for Type
General	General Mailing Address	Jane Vendor 111 Main Street Baltimore, MD 21201 US Email: sample@emaryland.com Phone: (555)555-1212	Active	Yes

Add Another Address Continue Registration

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If you add additional addresses, you may elect to designate default PO, Bid, and Remit addresses.

**Address Book - Sample Vendor**

**Enter a New Address**

Address Type: **Bid Mailing Address**

Name this Address:

Contact Name\*:

Address Line 1\*:

Address Line 2:

Address Line 3:

Address Line 4:

Country\*: **US - United States of America**

City\*:  State/Province\*:

ZIP\*:  County:

Phone\*:    Ext:

Toll Free:    Mobile:

Fax:    Email\*:

Status: **Active**

☒ Default address for this address type

Save & Add Another Save & Continue Registration Reset Cancel & Continue Registration

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## Selecting Your Terms, Categories and Certifications

Once you've selected to continue the registration process, you'll be taken to the **Terms Tab**

Register - Kennedy Consulting - ckennedy@periscopeholdings.com

Company Information Administrator Address **Terms** Categories & Certifications Commodity/Service Codes Summary

Payment Terms:

Freight Terms:

Shipping Terms:

Save & Continue Registration Continue Registration

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After completing Terms, go to the **Categories and Certifications** screen. Here you're asked to designate your status for various categories and certifications requested by the organization you're registering with.

## Register - Sample Vendor - sample@emaryland.com

Company Information Administrator Address Terms **Categories & Certifications** Commodity/Service Codes Summary

## Category: Counties Served

Description: Please indicate the counties your business is able to serve below.

Please select at least one category value

Select	
<input type="checkbox"/>	
<input type="checkbox"/>	Allegany
<input type="checkbox"/>	Anne Arundel
<input type="checkbox"/>	Baltimore City
<input type="checkbox"/>	Baltimore County
<input type="checkbox"/>	Calvert
<input type="checkbox"/>	Caroline
<input type="checkbox"/>	Carroll
<input type="checkbox"/>	Cecil

Save & Add Certification

**Save & Continue Registration**

Continue Registration

After you've completed this screen, click **Save & Continue Registration** along the bottom. (NOTE: You can ignore the **Save & Add Certification** button, since the State is not currently using any certifications in this process).

## Registering for Commodity Codes

Next, select the commodities and services that your entity provides. This will help ensure that you receive notifications about Bid opportunities for those commodities and services.

The **Commodity and Service Codes** screen allows you to search for the National Institute of Governmental Purchasing (NIGP) Codes that correspond with what your entity offers. You can peruse through general categories of commodities and services, or search by keyword.

## Register - Sample Vendor - sample@emaryland.com

Company Information Administrator Address Terms Categories & Certifications **Commodity/Service Codes** Summary

## Search

NIGP Class

NIGP Class Item

NIGP Keyword

Search using

**i** Use the NIGP Commodity Code Search Engine if you are familiar with the NIGP code. If not use the NIGP Code Browse below.

## NIGP Code Browse

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

<input type="checkbox"/>	01	Administrative, Financial, and Management Services
<input type="checkbox"/>	02	Agricultural Equipment and Related Products and Services
<input type="checkbox"/>	03	Arts, Crafts, Entertainment, Theatre
<input type="checkbox"/>	04	Automotive Products, Vehicles, and Services
<input type="checkbox"/>	05	Building Equipment, Supplies, and Services
<input type="checkbox"/>	06	Clothing, Textiles, Laundry Equipment, and Supplies
<input type="checkbox"/>	07	Communication Equipment and Services
<input type="checkbox"/>	08	Computers, Software, Supplies, and Services
<input type="checkbox"/>	09	Food Equipment and Related Services

After searching for commodity codes, you can either select individual codes by checking the box in the left-hand column, or select all by checking the box in the top grey square. NOTE that you must select the commodities you want, click the **Save and Add More** button, and repeat on each page.

## NIGP Code Browse

**i** Select the category that best describes the product and service you offer. Click on the question mark for more information.

1-25 of 80  
1 2 3 4

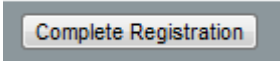
<input type="checkbox"/>	Code	Description
<input checked="" type="checkbox"/>	905-28	Aviation Analytical Studies Including Surveys (See 918-12 for Consulting)
<input checked="" type="checkbox"/>	905-69	Signage Services, Aircraft and Airport
<input checked="" type="checkbox"/>	918-02	Audio/Visual Consulting Services
<input checked="" type="checkbox"/>	918-03	Alcohol and Drug Abuse Consulting Services
<input checked="" type="checkbox"/>	918-04	Accounting/Auditing/Budget Consulting
<input checked="" type="checkbox"/>	918-06	Administrative Consulting
<input checked="" type="checkbox"/>	918-07	Advertising Consulting

Once you've selected all the codes that match what you provide, select **Save and Continue Registration**.

### Reviewing and Submitting Your Registration

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The last step in the registration process is to review the Summary tab of your registration and to submit, once everything is complete. Any required information that is missing will display as a red error message at the top of the Summary tab. If your registration is complete, click the Complete Registration button at the bottom of the Summary tab.

A rectangular button with a light gray background and a thin border. The text "Complete Registration" is centered in a dark gray font.

### What happens next?

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You have now completed the self-registration process in EMaryland Marketplace. The email provided within the **Company Information** section will be emailed once your registration is complete.

Thank You
Thank you for registering with [REDACTED]. Registration confirmation will be emailed to you. For questions or comments please contact null at null.
OK
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